

To Be or Not to Be: The Tree

Mock City Council meeting in City Council chambers

The CityStuff curriculum has been created not only to introduce students to their Carlsbad world, but also to invite the participation of their families into the dynamic process of City government. Lesson Six's Mock Council Meeting presents a perfect opportunity to accomplish this goal. We encourage you to hold the meeting in City Council Chambers. The address of the Council Chambers is 1200 Carlsbad Village Drive, in the City Hall complex. The teacher is responsible for arranging transportation.

CityStuff Coordinator Kathy Siemion will help coordinate the event for you. Please understand that you must follow a certain regimen:

1. Initiate a conversation with your classroom teacher. Broach the mock meeting when you make initial contact with your teacher, prior to the start of the curriculum. If no decision is reached at this time, discuss it further as the weeks progress. **Do not procrastinate or the opportunity will be lost.**
2. Tell the teacher that holding the meeting in City Council Chambers will be an exciting and invaluable benefit to the students' experience, and a great culmination of CityStuff.
3. Encourage the teacher to invite parents to watch their children in action. Remind the teacher and parents that the Mock Council Meeting is a learning experience, NOT a performance.
4. Explain the teacher's role and responsibilities in arranging permission for and transportation to and from the Council Chambers. **This is crucial!**
5. Decide upon a viable day and time, allowing one hour at the Council Chambers.
6. BEFORE proceeding further (with permission and transportation arrangements), contact Kathy Siemion (760-436-0140 or citystuff1@gmail.com) with your requested day and time. THE ROOM MUST BE RESERVED PRIOR TO YOUR MEETING.
7. If the day and time you request is available, your teacher can proceed with arrangements. These include permission slips for the students, invitations to the parents and transportation. Make sure you notify Kathy when arrangements are definite. While reserving the room for your class, Kathy will solicit the appearance of a Council member or City official to hand out the graduation certificates to the students.

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8. IF YOU MUST CANCEL OR CHANGE THE MEETING, CONTACT KATHY SIEMION IMMEDIATELY.
9. Confirm your arrangements with the teacher one week prior to the event. Explain that in addition to the parents, other guests may include Council members, City officials and the media.
10. On the day of the event, bring all materials — including the graduation certificates — with you to the Council Chambers.
11. Be prompt. With 60+ classrooms, we will be on tight schedules in Council Chambers.
12. Have a great time watching your students shine as they grab the reins of democracy!

VOLUNTEER REMINDER INSTRUCTIONS

Congratulations! Your class is scheduled to visit Council Chambers and a mini tour of City Hall. Here's what you absolutely need to know and be prepared for:

How soon should I arrive?

At least 15 minutes in advance of your class' arrival.

Where do I get the key to open Council Chambers?

- Enter City Hall building north of Council Chambers
- The key is located in the wall cabinet to the left of the receptionist's desk. You do not need to ask the receptionist if you can take the key.

Where is the light switch located?

1. We highly recommend you bring a small flashlight or penlight with you. Chambers is dark until you reach the light switch on the dais where the City Clerk is seated.
2. Upon entering, walk directly up the ramp on the left hand side of the dais. There are no other light switches until you get to the light switch panel on the dais where the City Clerk is seated.
3. Flip on all switches except **SCREEN** switch.

Coffee, water bottles, snacks, pens, pencils

- Kindly let teachers and/or parents know to finish their coffee outside. No food, beverages, pens, pencils or markers are allowed in Council Chambers.

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Assembling students to enter Council Chambers:

If your class is waiting to enter Chambers while another class finishes up, we ask that you keep an eye out for students running, sliding down the walkway banisters and using loud voices. Firmly remind students they are to use proper decorum while visiting City Hall.

Is it okay for students to touch the microphones?

No, only you and/or your classroom teacher may touch the microphones. This includes turning the microphones on and off. The microphones are very sensitive and parts replacement is expensive. Do not turn on the microphones until your students are settled into their assigned spots.

Be firm and if need be repeat as often as necessary, “do not touch the microphones” – even during the Mock Council Meeting.

Where do the students sit?

1. City Council Members, City Manager, City Attorney and City Clerk sit in assigned spots on the dais.
2. Parks Supervisor, Parks and Recreation Commission Chairperson and Staff Arborist sit at the table facing the Council.
3. The Lopez and Johnson families sit in the audience until it is their turn to speak. Then, they approach the podium, speak and return to their seat.

Special Guest Appearance

If a Council member will attend your mock meeting, we will let you know. Please do not assure your students that a Council member will be at your class. Sometimes, emergency meetings occur and a Council member will have to decline at the last minute. NEVER CONTACT A COUNCIL MEMBER DIRECTLY. Kathy Siemion works directly with the Secretary to the City Council, Andrea Dykes, to make all arrangements.

Please bring the signed student graduation certificates. Your special guest will be expecting to hand out the graduation certificates to each student.

Following your Mock Council Meeting

Be sure to:

- turn off all lights and microphones, and
- lock Council Chambers and return the key to City Hall.

Option: If your class is taking the Tour, lock Chambers and return after the Tour to turn off lights and microphones.

Lesson 6



CityStuff

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Touring City Hall

- Everyone is to use quiet “whisper” voices – including volunteers.
- The least amount of disruption to City Hall office staff is most appreciated.
- Point out to students:
 1. Lego City Seal
 2. Tour – quietly – the hallway of Council Members offices only
 3. Tell your students they may “peek” into the Council Members’ offices.
 4. Please do not take students beyond the lobby to the City Attorney’s office.

Should you run into any difficulty, Sue Irey’s office is located across the breezeway. If Sue and/or Kathy Siemion are not available onsite, please contact Kathy Siemion at 760-213-1353.